



**TELECOMMUNICATIONS TECHNICIAN TRAINEE  
7500-6912-4PB23**

**Department(s):** California Governor's Office of Emergency Services  
**Opening Date:** 10/9/2014 9:00 AM  
**Final Filing Date:** Continuous  
**Type of Examination:** DEPARTMENTAL OPEN  
**Salary:** MONTHLY-RANGED-SALARY \$3,687.00 to \$4,244.00  
**Tenure/Time-base:** Permanent Full-time  
Permanent Part-time  
Permanent Intermittent  
Limited Term Full-time  
Limited Term Part-Time  
Limited Term Intermittent

**EEO**

An equal opportunity employer to all regardless of race, color, religion, sex, gender identity or expression, national origin, age, ancestry, disability, marital status, political affiliation, sexual orientation, or genetic information.

**DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**WHO SHOULD APPLY?**

All applicants must meet the license/certificate, education, and experience requirements as stated in Classification Specifications Minimum Qualifications prior to taking this Training and Experience Evaluation examination.

Once you have taken the Training and Experience Evaluation, you may not retake it for three (3) months.

**FILING INSTRUCTIONS**

**Final Filing Date:** Continuous

**Where to Apply:** Click the link at the bottom of this bulletin.

**SPECIAL TESTING ARRANGEMENTS**

Contact us if you have a disability and need special testing arrangements.  
California Department of Human Resources

Examination and Selection Services Section

1-866-844-8671

California Relay Service (7-1-1)

Telecommunications Device for the Deaf (TTY) (916)654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

#### **SALARY INFORMATION**

Monthly Salary: Range A : \$ 3687.00 - \$ 4244.00

#### **ELIGIBLE LIST INFORMATION**

An open, merged eligible list will be established by the California Department of Human Resources for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires twelve (12) months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

#### **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the test is taken.**

#### **“STOP”**

**If you do not have one of the OFFICIAL certificates or licenses listed do not proceed with this examination until you do have the OFFICIAL certificate or license. (Note: the documentation received stating proof of passing is not the official certificate). Please contact California Governor's Office of Emergency Services with any questions regarding the appropriate license at this # (916) 845-8321.**

#### **MINIMUM QUALIFICATIONS**

**All Levels: Telecommunications Technician Trainee**

Meets "Minimum Qualifications" for "ALL LEVELS".

All levels require possession of at least ONE valid certificate or license certified by the Department of General Services, Telecommunications Division, and industry accepted, qualifying the person to perform transmitter installation, operation, maintenance, and repair duties. Those certificates and licenses currently certified by the Telecommunications Division for meeting this qualification are:

1. FCC General Radiotelephone Operator License.
2. FCC 1st Class or 2nd Class Radiotelegraph Operator's Certificate.
3. NABER Two-Way Radio Technician Certificate.
4. APCO Two-Way Radio Technician Certificate.
5. NARTE Technician or Engineer Certificate with Applicable Job Specifications Endorsement(s).
6. DGS, Telecommunications Division, Technician Certification Program.

**AND**

Education: Completion of a two-year technical curriculum in electronic technology at the community college level or equivalent. (Work experience in the field of electronic technology may be substituted for the required education on the basis of one year of experience being equivalent to one year of college.).

## AND

Possession of a valid California driver's license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination, but must secure the license prior to appointment.

### POSITION DESCRIPTION

#### Definition of Position

The performance of duties of positions in this series requires technical but nonprofessional engineering knowledge of electronics and ability to apply this knowledge to the construction, installation, maintenance, modification, and repair of analog and digital telecommunications equipment such as VHF and UHF radio equipment (mobile units, base stations, relay stations, portable and hand carried units), microwave, light wave, information switching and carrier systems, closed circuit television systems, telemetry systems, intercom systems, radio control equipment, power supplies, antennas, masts, and related equipment and various electronic measuring and testing devices.

#### Entry and First Journeyperson Levels

Entry into the series is typically through the classes of Telecommunications Technician Trainee or Telecommunications Technician.

#### Definition of Level

##### Telecommunications Technician Trainee

This is a sub-journey person level for employees who have knowledge of and familiarity with electronic communications theory. Under close supervision, incumbents repair or identify the more obvious malfunctions of telecommunication equipment including VHF and UHF. The Department will provide training to prepare Trainees for the journeyperson class.

### EXAMINATION INFORMATION

#### Training and Experience Evaluation – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

[Click here to preview the Training and Experience Evaluation.](#)

### KNOWLEDGE AND ABILITIES

#### Telecommunications Technician Trainee

##### Training and Experience Evaluation

#### Knowledge of:

The techniques (e.g., soldering, connectorizing, interpreting schematic diagrams) used in the installation and modification of communications equipment down to component level to ensure proper operation of equipment.

Structured cabling (e.g., fiber optic, coaxial, Category 5E, Category 6) associated with communications networks.

Safety procedures to reduce risk of injury associated with hand and power tools (e.g., soldering, drills, grinder).

Safety procedures to reduce risk of injury associated with electrical energy (e.g., Radio Frequency (RF) radiation exposure, electrical shock).

Electrical static discharge (ESD) safety procedures to prevent damage to electronic components.

Switches, hubs, and routers as used in Local Area Network (LAN) to maintain communications network.

Local area networks (e.g., VLANs, VPN, Firewalls) to troubleshoot and maintain communications network.

Networking principles (e.g., TCP/IP, UDP, Ethernet networks, routing protocols, FTP, SNMP, DHCP, Telnet, Subnet, DNS) to manage, configure, and troubleshoot problems on communications network.

Various types of computer component hardware (e.g., hard drives, RAM memory, optical drives, processors, PC architectures) to diagnose and repair communications network.

Digital transmission formats (e.g., DS3, DS1, DS0, T1) and protocols (e.g., B8ZS, AMI) to meet communications needs.

Proper spelling, grammar, punctuation, and sentence structure to ensure accuracy of documents.

### **Abilities to:**

Use basic algebra and electronic formulas to prepare various reports, summaries, and to perform electronic calculations.

Perform basic mathematics (addition, subtraction, division, multiplication) to complete work tasks.

Use a computer to service microwave network equipment and communications networks (e.g., program, align, edit).

Use precision instruments for measuring radio frequencies, power, deviation, modulation, and other parameters as required by the Federal Communications Commission.

Utilize word processing software to prepare reports, memos, and other correspondence.

Utilize email software to communicate amongst staff and meet client needs.

Read and comprehend technical manuals, schematics, drawings, manufacturer specifications, and troubleshooting guides used in the installation, configuration, and repair of communications equipment.

Interpret drawings, schematics, or other documentation that illustrate layouts of equipment (e.g., electrical distribution, site access maps, special site considerations and needs, interconnect drawings) to maintain accurate records.

## **VETERANS' PREFERENCE**

Veterans' Preference will be granted in this examination. Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

## **CAREER CREDITS**

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## DISTINGUISHING CHARACTERISTICS

### SPECIAL PERSONAL CHARACTERISTICS

Willingness to relocate for purposes of training and permanent assignment.

Willingness to work at night or on weekends and to be available in case of emergency; willingness to stay abreast of current technological changes in the field of telecommunications and electronics.

Willingness to perform work, after safety training, on antenna structures and towers for purposes of maintenance, construction, installation and modification of VHF, UHF and SHF (microwave) antenna systems and their components.

Ability to frequently lift and carry by hand, unassisted, items of equipment weighing up to fifty pounds. With appropriate physical and mechanical aid, assist others in lifting and carrying objects weighing more than fifty pounds.

## CONTACT INFORMATION

If you have questions regarding this announcement, please contact:

California Governor's Office of Emergency Services  
Human Resources  
Christina Harris  
3650 Schriever Avenue  
Mather, CA  
95655

E-mail: [Examinations@caloes.ca.gov](mailto:Examinations@caloes.ca.gov), or Telephone: (916) 845-8321  
CA Relay Service: (7-1-1)  
Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

## GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact the testing department three weeks after the Final Filing Date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov) and local offices of the Employment

Development Department.

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The California Department of Human Resources** reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification <http://www.calhr.ca.gov/state-hr-professionals/pages/6912.aspx>.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of 100 percent disabled veteran who achieves a passing score on an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (STD. Form 1093), which is available at <https://jobs.ca.gov/Public/Job/Veterans.aspx>, and the

Department of Veterans Affairs.

#### **TAKING THE EXAM**

**When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.**

#### ***“STOP”***

**If you do not have one of the OFFICIAL certificates or licenses listed in the “minimum qualifications” section of this exam bulletin do not proceed with this examination until you do have the OFFICIAL certificate or license. Please contact California Governor’s Office of Emergency Services at (916) 845-8321 with any questions regarding the appropriate license.**

**Revision date: 10/9/2014**

**[Click here to go to the Training and Experience Evaluation.](#)**